

DISCLOSURE DIVISION

☒ **WAIVER REQUEST**

DATE: MARCH 7, 2016

☐ **ANSWER**

DOCKET #: 2016.344

☐ **RECONSIDERATION REQUEST**

Robin Gremillion, Director
Disclosure Division

FILER INFORMATION

Name: **CLARKE, STEPHANIE ROBINSON**

Office/Position: -----

Board/Commission: West Feliciana Parish Tourist Commission

Dates of Service: January 2012 – May 2014

Number of Disclosures and/or Amendments Filed with Agency: 3

REPORT INFORMATION

Tier Level: Tier 2.1

Name of Report: Tier 2.1 annual PFD covering 2013

Original Due Date: May 15, 2014

NOD Received: February 13, 2015

PFD due Date based on NOD: February 25, 2015

PFD Filed: February 29, 2016

LATE FEE INFORMATION

Amount of Late Fee: \$1500

Days late from receipt of NOD: 369

Total days late from initial due date: 655

Late Fee Order Received: February 24, 2016

Payment/Waiver Request due date: March 15, 2016

Waiver Request Received: February 29, 2016

REASON FOR LATE FILING AND/OR COMMENTS:

Ms. Clarke stated that because she resigned from the commission in 2013, she did not think she was required to file a personal financial disclosure statement covering 2013. Ms. Clarke also states that notices were sent to old addresses; however, the green card receipt (for the NOD-FF) is signed for by Ms. Clarke.

Ms. Clarke stated that, if needed, she is willing to make an appearance before the Board.

OTHER LATE FEE INFORMATION

Disclosure Statements:

- Other Outstanding Statements: No
- Other Outstanding Late Fees: No
- Prior Late Fees: No
- Reassessed Late Fees: No

Campaign Finance:

- Outstanding Late Fees: No
- Prior Late Fees: No



STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
LOUISIANA BOARD OF ETHICS
P. O. BOX 4368
BATON ROUGE, LA 70821
(225) 219-5600
FAX: (225) 381-7271
1-800-842-6630
www.ethics.state.la.us

CERTIFIED MAIL

NO. 70143490000055261953

RETURN RECEIPT REQUESTED

February 10, 2015

Stephanie Robinson Clarke
1537 Carter Ave
Baton Rouge, LA 70806-7714

RE: NOTICE OF DELINQUENCY - FAILURE TO FILE
Statement covering 2013
West Feliciana Parish Tourist Commission

Dear ms. Clarke:

Pursuant to La. R.S. 42:1124.4, if a person fails to file a Personal Financial Disclosure Statement as required by 42:1124, 1124.2, 1124.2.1, or 1124.3; omits information; or files inaccurately, a Notice of Delinquency shall be issued. A review of our records indicates that we have not received your Personal Financial Disclosure Statement.

You have 7 business days from the date of receipt of this Notice to file your Tier 2.1 Personal Financial Disclosure Statement covering 2013, or to submit an Answer explaining why you feel you are not required to file a Personal Financial Disclosure Statement. Failure to file a Personal Financial Disclosure Statement or an Answer within the 7 business days will subject you to an automatic late fee of \$50 per day up to a maximum of \$1,500. Proof of timely filing is determined by the U.S. Postal Service postmark; receipt from the U.S. Postal Service; or receipt from a commercial delivery service.

The form for the Tier 2.1 Personal Financial Disclosure Statement (Form 417) is available on the Louisiana Board of Ethics website at www.ethics.state.la.us. If you have any questions, you may contact me at 225/219-5600 or 800/842-6630.

Sincerely,

Melanie Legier
Compliance Officer

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Stephanie Robinson Clarke
1537 Carter Ave
Baton Rouge, LA 70806-7714



2. Article Number
(Transfer from service label)

7014 3490 0000 5526 1953

PS Form 3811, July 2013

Domestic Return Receipt

COMPLETE THIS SECTION ON DELIVERY

A. Signature

Stephanie Clarke

☐ Agent

☐ Addressee

B. Received by (Printed Name)

Stephanie Clarke

C. Date of Delivery

7-13-14

D. Is delivery address different from item 1? ☐ Yes

If YES, enter delivery address below: ☐ No

3. Service Type

☒ Certified Mail®

☐ Priority Mail Express™

☐ Registered

☒ Return Receipt for Merchandise

☐ Insured Mail

☐ Collect on Delivery

4. Restricted Delivery? (Extra Fee)

☐ Yes

LOUISIANA BOARD OF ETHICS

Post Office Box 4368
Baton Rouge, Louisiana 70821TIER 2.1 PERSONAL FINANCIAL DISCLOSURE STATEMENT
(ANNUAL)☐ ORIGINAL REPORTThis Report Covers Calendar Year: 2013☒ AMENDED REPORT (original erroneously dated 2014)☐ I currently hold an office that would require me to file a Tier 3 Personal Financial Disclosure Statement.
As such, I have completed SCHEDULE E.Name of Filer (print full name) Stephanie Robinson ClarkeMailing Address 2510 Gates Circle #20City, State, Zip Baton Rouge, LA 70809Name of Board/Commission (no abbreviations): West Feliciana Tourist CommissionDate of Appointment: 2011Date Appointment Expires: left early in 2013Name of Spouse (print full name) Michael Reed ClarkeSpouse's Occupation Country Club General ManagerPrincipal Business Address Honors Golf, 1960 Stonegate Dr, Birmingham, ALCity, State, Zip Birmingham, AL2016 MAR - 11 PM 02:02
35242

CHECK ONE:

- ☒ Neither I, nor any member of my immediate family, have a personal or financial interest in any entity, contract, or business, or a personal or financial relationship, that in any way poses a conflict of interest, which would affect the impartial performance of my duties as a member of the board or commission.
- ☐ I have attached a statement describing any conflicts, and actions I am taking to resolve or avoid the conflicts.

Check all that apply:

- ☒ I have filed my state income tax return for the previous year.
- ☐ I have filed for an extension of my state income tax return for the previous year.
- ☒ I have filed my federal income tax return for the previous year.
- ☐ I have filed for an extension of my federal income tax return for the previous year.

NOTE: La. R.S. 42:1124.2.1 does not provide you the opportunity to request an extension in filing your personal financial disclosure statement.

Certification of Accuracy

I do hereby certify that the information contained in this personal financial disclosure statement is true and correct to the best of my knowledge and belief.

Stephanie Robinson Clarke

Signature of Filer



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CERTIFIED MAIL

NO. 70153010000146471480

RETURN RECEIPT REQUESTED

February 22, 2016

Stephanie Robinson Clarke
2510 Gates Circle #20
Baton Rouge, LA 70809

RE: Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2013
West Feliciana Parish Tourist Commission
Late Fee Assessment – Report:

Dear Ms. Clarke:

Enclosed is an assessment of a late fee pursuant to La. R.S. 42:1124.4. Please submit a check or money order in the amount of \$1,500 payable to the *Louisiana State Treasurer*, Post Office Box 4368, Baton Rouge, Louisiana 70821.

In addition to the payment of this late fee, you are required to file a Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2013, within 20 days from receipt of this notice. If the disclosure statement is not filed, the matter will be referred to the Ethics Board for further action.

You have 20 days from the receipt of this letter to submit payment or dispute this assessment. To dispute the assessment, you may elect to:

- **Request a waiver** to the *Board of Ethics*

If you choose to request a waiver of the late fee, your request should include specific details, along with supporting documentation, as to why, in your opinion, you have *good cause* for not timely filing the report and why the late fee should be reduced, suspended, or waived. The request should be submitted to the attention of: *Louisiana Board of Ethics*, Post Office Box 4368, Baton Rouge, Louisiana 70821. You may also fax the request to 225/381-7271. Also, if you would like to appear before the Board of Ethics in connection with your request, you should state that in your request. If you request an appearance, you will be notified of the place and time prior to the meeting.

- **Appeal the assessment** directly to the *Ethics Adjudicatory Board*

If you choose to appeal the assessment of the late fee, the proceedings will go before a three judge panel of administrative law judges. The panel will determine if you were required to file the disclosure statement and whether the disclosure statement was filed late. Mitigating factors are not considered. The Ethics Adjudicatory Board does not have the authority to reduce, suspend, or waive a late fee assessment. If you choose to *appeal* the assessment, you should submit your request to the attention of: *Executive Secretary*, Ethics Administration, Post Office Box 4368, Baton Rouge, Louisiana 70821. You may also fax the request to 225/381-7271.

If you do not pay, dispute, or appeal the assessment of the late fee, the matter will be forwarded to the Attorney General's Office to pursue collection. If the matter is forwarded to the Attorney General's Office for collection, you may be responsible for all additional costs incurred. Additionally, late fees not paid by the due date will be posted on the agency website.

You should be aware that unpaid fines, fees, or penalties may have an adverse effect on your ability to run for public office, as the *Board of Ethics* will object to your candidacy in future elections pursuant to La. R.S. 18:491 and 18:492.

If you have any questions, you may contact Robin Gremillion at 225/219-5600 or 1-800-842-6630.

Sincerely,

Robin Gremillion, Director
Disclosure Division

**STATE OF LOUISIANA
BOARD OF ETHICS**

**In Re: Tier 2.1 Annual Personal Financial Disclosure Statement 2013
West Feliciana Parish Tourist Commission
Late Fee Assessment – Report:**

ORDER

STEPHANIE ROBINSON CLARKE was required to file a Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2013 pursuant to La. R.S. 42:1124 et seq.

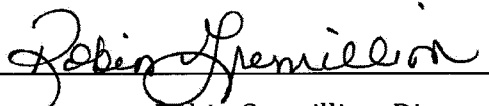
On February 13, 2015, STEPHANIE ROBINSON CLARKE received a Notice of Delinquency for failing to file the disclosure statement. The notice required that the disclosure statement be filed by February 25, 2015 (pursuant to La. R.S. 42:1124.4). As of this date, the disclosure statement has not been filed.

La. R.S. 42:1124.4 authorizes the assessment of a \$50 late fee per day (not to exceed \$1,500) against STEPHANIE ROBINSON CLARKE for this late filing.

Accordingly, **IT IS ORDERED** that the maximum penalty amount of \$1,500 be assessed against STEPHANIE ROBINSON CLARKE for failing to timely file the Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2013.

IT IS FURTHER ORDERED that STEPHANIE ROBINSON CLARKE file a Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2013.

ORDER signed on the 22nd day of February 2016 at Baton Rouge, Louisiana.



Robin Gremlion, Director
Disclosure Division

STEPHANIE CLARKE

February 29, 2016

Robin Gremillion, Director
Disclosure Division
Louisiana Board of Ethics
P.O. Box 4368
Baton Rouge, LA 70821

RE: Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2013
West Feliciana Parish Tourist Commission
Late Fee Assessment - Report:
Request of waiver of the late fee

Dear Ms. Gremillion:

I hereby request a waiver of the late fee. I feel that I have good cause for requesting waiver. I moved to Baton Rouge in 2013, thereby leaving West Feliciana Parish and resigning from the West Feliciana Tourist Commission. I thought by resigning from the commission I did not have to file the Tier 2.1 personal financial disclosure statement.

I did not realize that I did indeed need to file this until Rebecca Harris and I spoke on the phone on Monday, August 10, 2015. I explained to her that I was no longer on the commission and that I didn't realize I had needed to file, and to please email me the documents and I would complete them and return them right away, (see attached email) which I did.

I thought all was taken care of, with no penalty or fees of any kind, until I spoke with Brett Robinson last week in response to his certified letter dated February 4, 2016 that was sent to my office at 10,000 Celtic Drive, Suite #705. He explained that the office of the Louisiana Board of Ethics had indeed received the documents that I mailed in back in August of 2015, but that I had completed the documents to say 2014, and not 2013. This was an error on my part. I had filled out the disclosure statement with 2014 written in where I should have written 2013.

I have completed the documents again (correctly this time, for 2013, see attached.) All of this is a series of misunderstandings, mistakes and incorrect addresses (Brett Robinson's first letter dated January 15, 2016 was addressed to me at 440 Third Street #4) and I have never lived there. The letter sent to me back in July (dated July 24, 2015) was sent certified to my old address on Carter Ave., so I did not receive it either.

I humbly and sincerely ask that the Board understand that by no means was I trying to withhold information and not disclose my financial information for 2013.

I was a hard-working, honest volunteer on the West Feliciana Tourist Commission, trying to make West Feliciana a better place to visit and assist the economy there to grow through tourism. I am very sorry for this series of misinformation and mistakes in getting this Tier 2.1 properly and timely filed.

Please accept my offer to appear before the Board of Ethics in connection with this issue if that will help the Board to see their way to waiving the fee. Please notify me of the place and time to meet.

Sincerely,


Stephanie Robinson Clarke

2510 GATES CIRCLE, #20, BATON ROUGE, LA 70809



stephanie clarke <stephclarke1968@gmail.com>

Ethics Board Docket 2015-597

1 message

Rebecca W. Harris <Rebecca.Harris@la.gov>

Mon, Aug 10, 2015 at 4:11 PM

To: "stephclarke@bellsouth.net" <stephclarke@bellsouth.net>

Mrs. Clarke,

Per your request, please see the attached Tier 2.1 personal financial disclosure statement form.

If you have any questions, please do not hesitate to contact me.

Thank you,

Rebecca Harris

Investigator

Louisiana Board of Ethics

617 N Third St., 10th Fl

P O Box 4368

Baton Rouge, LA 70821

Direct Phone: (225) 219-5652

Main Phone: (225) 219-5600

Toll Free: (800) 842-6630

Fax: (225) 381-7271

rebecca.harris@la.gov

www.ethics.la.gov

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Fax Received 17:06:44 2016-02-29

2/25 Feb. 29. 2016 5:12PM

Gmail - Ethics Board Docket 2015-597

No. 4289 P. 3

to deliver it to the intended recipient, you are hereby notified that any unauthorized dissemination, distribution or copying of this information is strictly prohibited. If you have received this communication in error, please notify the sender immediately and destroy the related message.

 Tier 2.1 PFD.pdf
4088K

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